

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
NOVEMBER 18, 2016
TATNALL BUILDING, DOVER
9:30 A.M-12:30 P.M**

Members Present: Neal Tash, Judy Mellen, Bonnie Maull, Barbara Blair, Bob Hamilton, Joe Dell'Olio, Cheryl Mitchell, Alexis Bryan-Dorsey

Members Absent: Mike Norton, Cindy Montejo

Member-Elect for 2017 Observing: Ruth Noriega

Chair of Meeting: Neal Tash

Staff Present: Kecia Blackson, Dana Thompkins, Sarah Bowers

Deputy Attorney General Present: Valerie Farnan

*****CLOSED SESSION BEGAN AT 9:40 A.M*****

I. PETITION CASES

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

*****BEGIN OPEN SESSION AT 9:45 A.M*****

II. APPROVAL OF MINUTES FROM JULY 15, 2016

The minutes from the July 15, 2016 meeting were reviewed and approved. A motion was made and seconded to approve the minutes. The motion was approved unanimously.

III. OPERATIONAL ISSUES

A. NANCY DIETZ PRESENTATION

- Nancy Dietz, Director of Youth Rehabilitative Services (DYRS), presented to the Executive Committee an overview of DYRS and their mission and vision going forward, including DYRS' steps towards utilization of an evidence-based platform and a Positive Achievement Change Tool (PACT) review to determine the risk for re-offending.

- Nancy provided the Executive Committee a hand-out of DYRS's Blueprint for Success, which is a part of their strategic plan. This blueprint contained strategies and outlines of various services proposed to reduce recidivism and improve outcomes, such as the implementation of the Standard Program Evaluation Protocol (SPEP™).
- Nancy noted youth today are facing more serious charges and the detention population is changing. In response, DYRS is shifting focus to youths and their families to develop skills and build on strengths. In addition, DYRS is developing effective criteria for a specialized supervision unit of high-risk offenders, targeting gang affiliation and firearm crimes through intensive programming and supervision to change thinking patterns, and creating safety plans to support youth's change in risky behaviors.

B. DELAWARE FOIA OPEN MEETING REQUIREMENTS

- Valerie Farnan presented the Executive Committee an overview on Delaware's FOIA open meeting requirements, and provided a hand-out to the Committee of Delaware FOIA Quick Reference Guide for Open Meeting Requirements.
- Valerie advised the Executive Committee that any discussions via e/mail are not appropriate and need to take place during the Executive Committee meeting. E/mails should be limited to agenda items that you want added/removed. Actual content/discussion should be reserved for the meeting. Valerie also noted that agendas and public notices of meetings must be posted to the State of Delaware website at least 7 days in advance of the meeting.
- Valerie advised the Executive Committee that they start with the Open Session rather than the Closed Session, since it is a Public meeting.
- On November 22, 2016, Valerie sent to Kecia Blackson links to be forwarded to the Executive Committee of the FOIA manual and FOIA power point training. Kecia forwarded the links to the Executive Committee.

C. EXECUTIVE DIRECTOR UPDATE

- Kecia Blackson provided the Executive Committee a hand-out of a Monthly Report on data, budget, volunteer panel members, Ivyane Scholarship, outreach efforts, and training.
- Kecia noted that CPRB's Access database is "crashing", and some functions are no longer usable. Kecia and Dana Thompkins are working with JIC's Sam Gusakov, the Applications Support Specialist, and Tom Mraz, the Applications Support Project Lead, on the development of a new web-based system that will streamline work processes and eliminate redundancy and unnecessary administrative steps. Sam hopes to have this new system completed by the end of December.
- Kecia noted her goal for this fiscal year's budget is to reduce quarterly supply expenditures by 20%. In addition, in order to reduce travel expenses CPRB staff is expected to use State Fleet services for work-related travel.
- Kecia reported the Scholarship Committee will host a Holiday Open House in December for its Scholarship students. Small care packages will be distributed. Kecia is soliciting donations for these care packages (e.g., non-perishable food items, gift cards, toiletries, etc.). The purpose of the Holiday Open House is two-fold: to remind the scholars that we need Final grades as soon as they become available so we can release their Spring Awards in a timely manner, and to encourage collaboration, build relationships and support among the Scholars.

- Kecia stated commencing in January 2017 the CPRB staff will begin to document total time spent on the administration of the Ivyane Scholarship program in hopes of receiving approval for at least a part-time position. The consensus among the Executive Committee is any future requests for a salaried position will continue to be denied unless we can provide concrete documentation of such a need.
- Kecia reported as part of Outreach efforts that DYRS Director Nancy Dietz has invited CPRB to attend the quarterly DYRS Community Advisory meetings. Director Dietz has also instructed her data manager to send us reports of DYRS youth currently in foster care.
- Kecia reported that CPRB has had three review panel member resignations since September 2016 (Jean King, Sandra Countley and Clarke Wright), and New Castle 5 will be losing its Presiding Officer at the end of this year (Candace Charkow). At the Executive Committee's request, we are waiting until the new Administration starts in January 2017 before CPRB begins active recruiting efforts. Bonnie Maull suggested that in 2017 we go back to using Volunteer Match as it is a great resource for recruiting new volunteers.
- Kecia reported we have 4 volunteers who are scheduled for training in January 2017. Moving forward, new panel member training will be scheduled quarterly.
- Barbara Blair reminded the Executive Committee that volunteers should be tracking their hours, as this was a recommendation made by the most recent Sunset Committee.
- Kecia noted that Volunteer hours is included on the AOC Budget Plan as a performance measure, and that she projected up the total number of hours (e.g., 1,000 hours for Exec. Committee members and 4,000 hours for Volunteers).
- **Sarah Bowers will send a letter to new members appointed to the Executive Committee notifying them of their terms. Sarah will also send an e/mail to the Executive Committee informing them of their terms.**
- **Barbara Blair will draft for approval updated policy regarding Election Terms of New Members.**
- Neal Tash stated that Cindy Montejo needs to submit her Notice of Resignation from the Executive Committee. Neal will follow-up with Cindy.

D. ANNUAL MEETING 2016

- The Annual Meeting took place on October 27, 2016 at the Modern Maturity Center in Dover.
- Kecia reported that several volunteers were absent from the Annual Meeting, and we need to find ways to draw them back in and reinforce the importance of the Annual Meeting.
- Cheryl Mitchell suggested creating a sub-committee (2-3 people) to find ways to improve attendance at the Annual Meeting. The sub-committee would then report back to the Executive Committee within 4 or 5 months with their recommendations.
- Neal Tash requested the Annual Report 2016 be condensed so we can distribute it to Legislators and potential volunteers, and use the shortened version as a marketing tool.
- Kecia stated she thought next year's Annual Report could mimic the Annual Report from 2007, which was only two pages in length and included color. Kecia noted this year's Annual Report was more comprehensive due to several factors: a new Executive Director, several new supporting staff members/departures, a new strategy and vision. However, Kecia noted not every Annual Report needs to be voluminous.
- Kecia reported the Speaker at the Annual Meeting, Dr. Joseph Crumbley, was very well-received with much positive feedback. To that end, CPRB is considering making the annual meeting next year more along the lines of a mini-conference with either one prominent

speaker or a few speakers, and opening it up to all of our community partners and child welfare agencies.

- Kecia noted another way to reduce annual meeting costs is to cut back on food. Rather than serve a full-blown sit-down meal, we could provide snacks and beverages throughout the day. Kecia stated we could also charge a nominal conference fee—but only to the community partners; not staff or volunteer members.
- Judy Mellen recommended a sub-committee be formed to develop a condensed version of the Annual Report to be used as marketing material. The sub-committee will be comprised of Judy, Barbara Blair, Cheryl Mitchell, and Kecia Blackson. They hope to begin meetings in late December.

E. REIMBURSABLE EXPENSES FOR PANEL AND STAFF MEMBERS

- Neal Tash provided Executive Committee members with a copy of a letter from Kent 1 panel member, Rodney Smith. Mr. Smith wrote to the Executive Committee informing them of his disappointment with the recent change in food expenditures policy that discontinued providing dinner for panels that meet in the evenings. Kecia Blackson clarified that volunteers are still permitted to purchase their own (reimbursable) dinners on the way to a review session. The Executive Committee motioned to approve to continue with the policy that bans CPRB ordering dinners for panel members, after considering an update from Alexis Bryan-Dorsey, who referenced the policy of the Office of Management and Budget (OMB). **Neal will respond to Mr. Smith notifying him of the Executive Committee's decision.**
- Alexis Bryan-Dorsey reported that she received feedback from OMB and Judicial leadership regarding reimbursable expenses. Alexis noted volunteers are allotted \$25.00 per event. This amount includes food and mileage. Alexis suggested that Kecia reach out to Judicial leadership to discuss the separation of mileage from the \$25 reimbursable expenses.
- Alexis noted that paid staff members are not permitted to be reimbursed without an approved Waiver. This prompted a discussion among the Executive Committee that essentially staff members, panel members and Executive Committee members have been submitting expense reimbursements for years without incident or question from Accounting.
- Alexis reminded them that expense reimbursement requests should be current and submitted within 30 days after an event has taken place. Sarah Bowers noted several Executive Committee members have been bundling their expenses over several months and submitting reimbursement requests only a few times a year. Alexis stressed the need to maintain propriety at all times since Executive Committee meetings are public record, as are our financial records.

F. SKYPE USAGE DURING REVIEWS

- Joe Dell'Olio reported he talked with Shirley Roberts, the Director of the Division of Family Services (DFS), on November 14th about the feasibility of using Skype during CPRB reviews. Joe stated Shirley was very encouraging and amenable to the proposal and wanted to run it by the Division of Management Services to incorporate it into their department-wide initiative of providing DFS caseworkers with laptops.
- Joe thinks we are about 3 months away from making Skype a reality, and expects to see it launch in the first half of 2017.

****THE MEETING CONCLUDED AT 12:50 P.M. ****
*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
SMYRNA STATE SERVICE CENTER
ON DECEMBER 9, 2016*

DRAFT